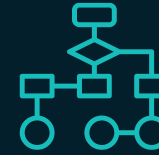


Sage 300 CRE Year-End Training 2025



Greg Lane
Sage Senior Consultant



Audra Speth
Customer Success Manager



Sage Partner

Topics For Discussion

- Year End Guide
 - Main Year End Center
- BIG TOPICS Available at Sage City:
https://www.sagecity.com/support_communities/sage_construction_and_real_estate/sage300cre-yearend/
 - Affordable Care Act (ACA) Center: www.SageCity.com/ACA
- Steps to prepare for year end closings?
- Software
 - When to install year end update?

Topics For Discussion

- Payroll
 - When to install tax updates?
 - Printing W2s/W3s
- AP
 - Printing 1099s, 1098s Closing procedures
- Critical year end tasks – including data archiving
- What's new?
- Q & A

Installing PR Tax Updates

- Tax Updates are installed when you are ready for 2024
- You want to avoid prior year check adjustments!
 - Process to fix prior year checks:
 - Restore old tax file – 18839
 - Fix bad checks (and post)
 - Run Recalc-subject to prior year
 - Restore new tax file (or change file locations)
- Download tax rates – update any manually (SUI_E, ETT, SDI)
 - 100820

Created on 09-19-2019 / Last modified on 11-24-2021

Install Year End Update

- Is it really required?
 - (yes and no)
- Which version is supported?
 - 18.xxx > 20.5 > 24.3
 - Will your environment handle the new upgrade?
 - System requirements – [115391](#)
- Best practices
 - BACKUP BACKUP BACKUP!!! 17256
 - Wildcards: *.prn, *.pdf, *.txt, *.xls, *.xlsx, *.doc, *.docx, *.msg, *.tzip2, *.zip
- Backup
 - C:\ProgramData\Sage\TIMBERLINE OFFICE\9.5
- Reboot server and workstations before installing update
- Turn off or silent mode AV
- Run data update overnight and REVIEW upgrade journal

Printing W2s/W3s

- Do I NEED to print on perforated paper or can I print on plain? 22496
- What forms to order?
 - <http://www.sagecreforms.biz> – shipped 24-48hrs from order
 - Order the 4-UP forms
 - “Quick Ship” option = same business day if ordered by 11am PST
 - Call ahead 800-760-7929
 - Can order the ACA – 1095 forms
- Determine # forms: PR > Reports > Tax Preparation > W-2 Count

Printing W2s/W3s

- Start Aatrix wizard – PR > Tasks > Federal eFile and Reporting
- Install updates as needed
- Select form to generate
- Clear any employees not needed – forms ONLY generate for wages >0 in reporting year selected
- You can combine multiple PR data files for W2s – 23034
 - Named master files can only contain 1 SSN!

Affordable Care Act (ACA) and California Consumer Privacy Act (CCPA)

- Main Steps
- Review employee count for PREVIOUS calendar year to determine if you're an "Applicable Large Employer" (ALE)... generally 50 FTE emps
 - 54349 – report to show ACA hours by month
- Determine which ACA form you need for THIS calendar year
- Confirm Sage 300 is setup to track the ACA information – 70725, 54849
- Install any year-end product releases
- Use Aatrix to generate W-2 and ACA forms

Printing 1099/1098

- Ensure all invoices and payments for “REPORTING YEAR” have been posted
- Verify appropriate vendors have “Vendor Receives a Form 1099” marked in Setup > Vendors > 1099 Settings tab
- Backup AP files (17256)
- Enroll in Aatrix (21984) or recover password if needed
 - <https://efile.aatrix.com> – Canada: <https://efileca.aatrix.com>
- Install any updates needed on workstation for Aatrix
- Start “New Report” for applicable year – AP > Tasks > Government eFile and Reporting > Form 1099 (USA)

Printing 1099/1098

- Follow the wizard through process – add states as needed
- Make sure if you add states to fill in applicable boxes
 - 1099-MISC: boxes 18 (wages) and 16 (tax)
 - 1099-INT: box 17 (state tax) OR box 6 (foreign tax)
 - 1099-DIV: boxes 13 (wages) and 14 (tax) OR box 6 (foreign tax)

Printing 1099/1098

- Do I (or when do I) need to close year in AP?
 - First, check AP Year ending date AND 1099 year ending date in AP Settings
 - This will tell you which field in your vendor setup will print
- Scenario 1: 1099 year is 2023
 - Close 1099 year BEFORE printing 1099s and BEFORE printing 2025 checks!
 - Close 1099 year again if needed to get year end to 12-31-2024
- Scenario 2: 1099 year is 2024
 - Print 1099s BEFORE/AFTER you close 1099 year – just pick correct year when printing
 - Print 2024 checks BEFORE/AFTER you close 1099 year – depending on current year end
- Scenario 3: 1099 year is 2025
 - Print 1099s and 2025 checks ANY TIME
 - Do NOT need to close your 1099 year again until late 2025/early 2026

Year ending date	<input type="text" value="12-31-2023"/>
1099 year ending date	<input type="text" value="12-31-2024"/>

	This Year	Last Year	Next Year
1099 Amount Paid	<input type="text" value="1103.85"/>	<input type="text"/>	<input type="text"/>
Misc deduction2 amount dedctd	<input type="text"/>	<input type="text"/>	<input type="text"/>

Printing 1099/1098

- What about closing AP year?
 - Check AP settings for AP year
 - You can always post 12 months ahead of current AP year

Year ending date 12-31-2024
1099 year ending date 12-31-2024

- If needed, close AP year so “Next Year” or YTD fields on vendors have correct totals

Printing 1099/1098

- Common articles needed
 - How to combine multiple files with same EIN for 1099? – 23256
 - Setup/allow electronic 1099s – 87586
 - Reprint completed 1099s – 76181
 - Efile or Print Incomplete 1099s – 31989
 - Correct COMPLETED 1099s – 30565
 - General process information – 23090

Prep For Year End Closings

- Cut final year PR/AP checks, make adjustments and corrections
- Run AR/AP aging reports and adjust as needed
- Post all modules
- Review any reports for unposted transactions – fix issues
- Make sure nothing sitting in suspense account!

Closing Procedures

- General Order
 - Payroll – makes sure first payroll run has correct taxes & limits
 - Use Close Year
 - Property Management & Accounts Payable – helps ensure vendor payments post to correct total bucket (this year/last year buckets)
 - Use Close Year
 - Equipment Cost, Contracts, Job Cost
 - Use Close Month
- Accounts Receivable & Cash Management
 - Use Close Year
- General Ledger
 - User Close Year

Closing Procedures

- Common Questions
 - General Ledger
 - Can we close year even if all prior year adjustments are done?
 - Do I need to install year end before closing fiscal year in GL?
 - Payroll
 - Is there a proper order for close year, update taxes, install year-end versions?
 - Can I process new year checks before closing? NO!
 - Accounts Receivable and Accounts Payable
 - Can I process changes for prior year?

Adjustments In GL – General Process

- Record and post all entries for fiscal year – fix rejections
- Verify all suspense accounts have 0 balance
- Print trial balance and other month end reports
- Reconcile other applications to General Ledger
- Print financial statements
- Backup ENTIRE database – user File Tools – 17256
- Close fiscal year in General Ledger
 - If needed, make adjusting entries for prior year and Close Year again

Critical Year End Task



- Plan ahead
 - Order forms (+ 10%)
 - Plan upgrade times – especially data upgrade!
 - Run all reconciliation reports before closing
- **BACKUP BACKUP BACKUP!**

Reminder

- **Year-End Update Booking:** itsupport@digitekolutions.com
- **Windows Server Support End Date**

Windows Server Vers.	Mainstream End Date	Extended End Date
2016	Jan 11, 2022	Jan 12, 2027
2019	Jan 9, 2024	Jan 9, 2029
2022	Oct 13, 2026	Oct 14, 2031

- **Alternatives**
 - Digitek's All-In-One Cloud Hosting
 - Sage Intacct Construction

Sage Intacct for Specialty Contractors

Wed, Dec 18, 10am PT
<https://bit.ly/SC1218>

Thank You! Questions?



Greg Lane

<https://altavistatech.com/support>



Audra.Speth@altavistatech.com

855-913-3228



Sage Partner

* Recording of this webinar will be available to you next Tuesday.